



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

PENDING DPA APPROVAL
STAFF SERVICES MANAGER I (SPECIALIST)
\$4,912 - \$5,926
EXECUTIVE OFFICE
SACRAMENTO

RESPONSIBILITIES: Under the administrative direction of the Special Assistant to the Commissioner, the Staff Services Manager I (Specialist) directs and manages the day-to-day operations and administrative functions of the Commissioner's Executive Offices, and oversees the work of staff within the Commissioner's offices; provides advice and assistance to the Commissioner and Chief Deputies regarding the most critical, sensitive, complex, and/or controversial issues; advises and assists the Commissioner in prioritizing his calendar and appointments, and oversees and coordinates all scheduling activities of the Commissioner's offices; acts as liaison between the Commissioner's interests and those of other state agencies, individuals, organized groups and the insurance industry; assists the Commissioner and Special Assistant in the development and coordination of task forces and advisory groups; and represents the Insurance Commissioner in meetings and before boards.

DESIRABLE QUALIFICATIONS: Strong organizational skills; ability to work under pressure and handle multiple assignments efficiently and in a timely manner; strong analytical and problem solving skills; ability to exercise sound judgment, and handle sensitive and confidential assignments with tact and diplomacy at all times; excellent verbal and written communication skills; excellent interpersonal skills and demonstrated ability to develop effective working relationships with the public, elected officials and their staff, and departmental employees of all levels; ability to coach and mentor staff, and foster teamwork.

WHO MAY APPLY: Applications will be accepted from current State employees at the Staff Services Manager I level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Department of Insurance, Human Resources, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Staff Services Manager I, 413-101-4800-XXX" on the State application.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: May 4, 2007, 5:00 p.m. close of business

NOTE: Interested individuals must submit their application in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD